



Linking Services, Solutions, Communities

Introduction to the Online Data Collection (OLDC) System

ACF LIHEAP Grantee Training

June, 2013

Presenters

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Agenda

- Introduction
- Username and Password
- Login
- OLDC Home
- Accessing Report Forms
- Report Form
 - Initialize Report
 - Save
 - Validate
 - Certify
 - Submit
 - Revisions
- Resources

INTRODUCTION

Introduction

- OLDC is a convenient electronic method for submitting grant forms
- Benefits include:
 - Report forms can be submitted quickly through a secure Internet site
 - Rule validation and checks can be added or modified to reduce errors, improve validity of data, and speed up Federal review process

Introduction

- Advanced Help Resources
 - On-screen definitions and tips for fields
 - OLDC Documentation
 - Help Sheets
 - Tutorials
 - Grantee Videos

Introduction

<u>JOB TYPE</u>	<u>DEFAULT ROLES</u>
Grant Administrator	All roles
Data Entry	Initialize, Edit/Save, Validate, View/Print Grant Form, Add File Attachments
Authorized Official and Grant Director	Certify with Signature Authority, View/Print Grant Forms
View-Only	View/Print Grant Forms
NOTE: You can add additional roles to any job type	

USER NAME AND PASSWORD

User Name and Password

- New User Names and Passwords are received via two e-mails from [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov)
 - The first contains the User Name and Security Policy
 - The second contains the OLDC Password
- If either e-mail is not received, please contact the support center at Phone: 1-866-577-0771 or via e-mail at app_support@acf.hhs.gov
- Grantees already using OLDC to submit other forms do not receive new IDs and passwords. **Instead, they may use their existing account information**

User Name and Password

- Please ensure spam blockers are not preventing receipt of User Names and Passwords. Make sure that all e-mails are being accepted from:
 - On-Line_Data_Collection_System@acf.hhs.gov
 - Secure_Sign-In_System@acf.hhs.gov

LOGIN

Log In

- Enter the secure web address in your browser Address line (Internet Explorer recommended)

<https://extranet.acf.hhs.gov/ssi/>

- Save the web address as a Favorite for quick access

Log In

- The Secure Sign-In Login screen displays
- Enter your user name and password, then click **Login**

Welcome to
Secure Sign-In

Sign-in to My Account

User Name

Password

Login

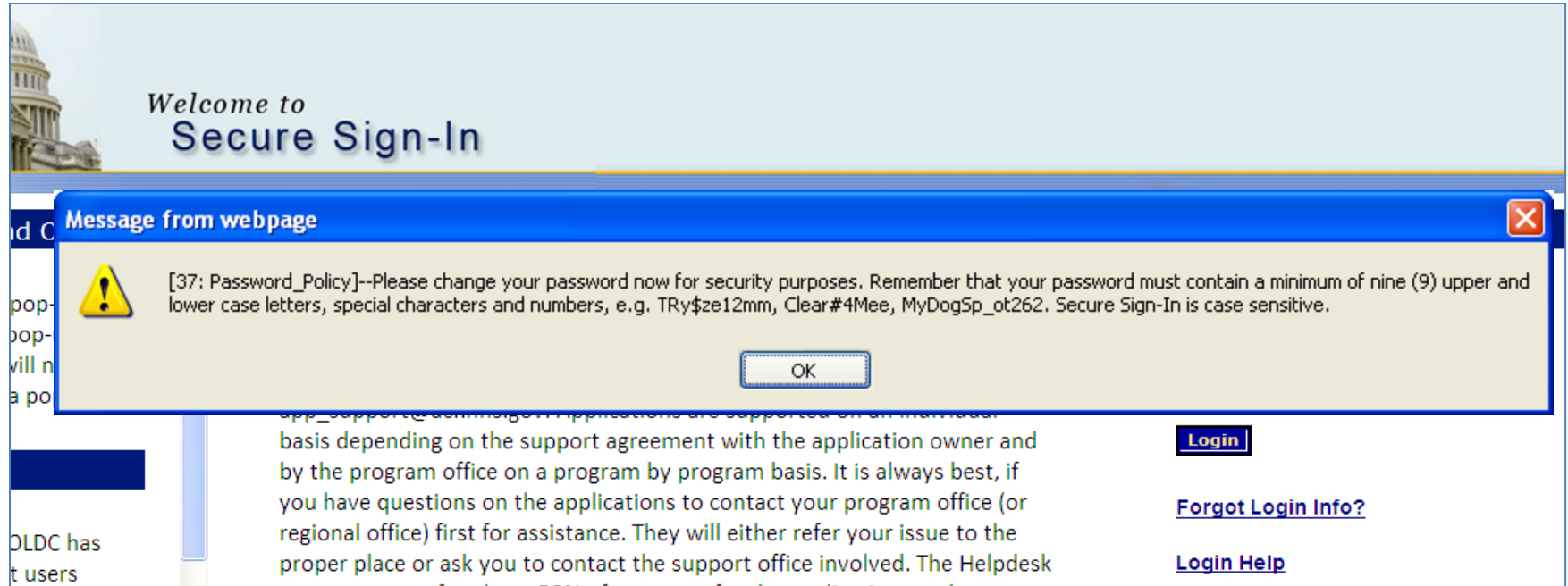
[Forgot Login Info?](#)

[Login Help](#)

SSI (Single Sign-In) is the security gateway to supported applications. It provides user account maintenance, application access control and user authentication. If you have questions about existing user accounts, possible training or have difficulty using SSI for login then please feel free to contact the Helpdesk at 1-866-577-0771 or e-mail the Team at app_support@acf.hhs.gov. Applications are supported on an individual basis depending on the support agreement with the application owner and by the program office on a program by program basis. It is always best, if you have questions on the applications to contact your program office (or regional office) first for assistance. They will either refer your issue to the proper place or ask you to contact the support office involved. The Helpdesk

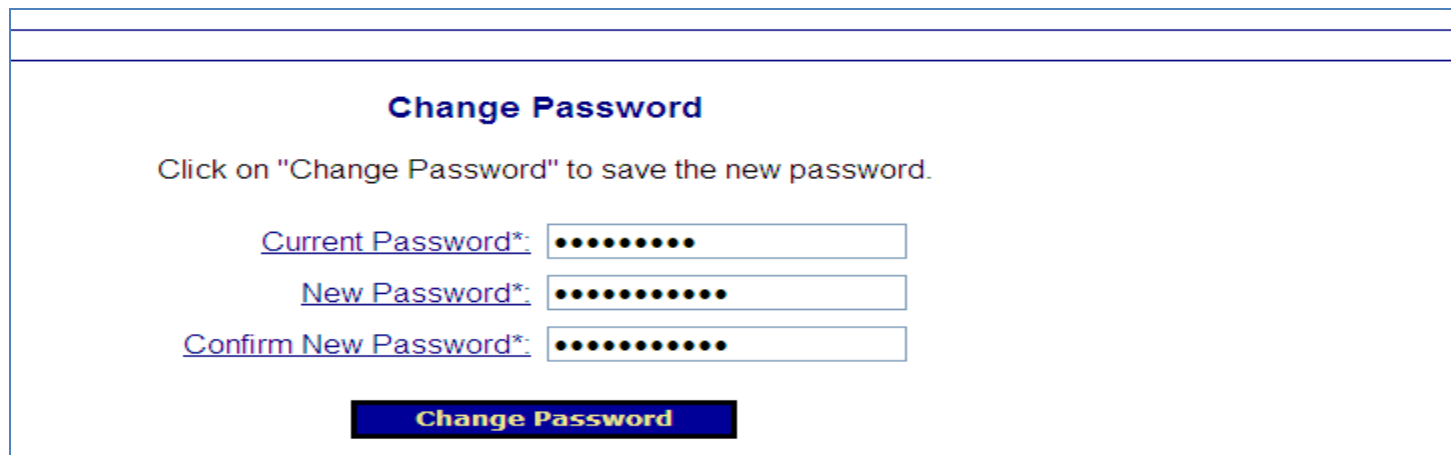
Log In

- Change your password upon first logon



Log In

- Enter current password, a new password, and confirm new password
- Passwords must contain at least 9 characters, have one upper case letter, one number, and a special character such as \$.
- Click the **Change Password** button



The image shows a web form titled "Change Password" in blue text. Below the title is a instruction: "Click on 'Change Password' to save the new password." There are three input fields, each preceded by a label in blue text: "Current Password*", "New Password*", and "Confirm New Password*". Each field contains ten black dots, indicating masked text. At the bottom of the form is a dark blue button with the text "Change Password" in white.

Change Password

Click on "Change Password" to save the new password.

Current Password*:

New Password*:

Confirm New Password*:

Change Password

Log In

- Passwords must be changed every 60 days
 - A message prompts the user to change their password prior to the 60 days.
- If the password is not changed with the timeframe, the account is disabled for security purposes
 - Contact the Support Center to re-enable the account

Log In

- The “Change Challenge Question” screen displays. Select a Challenge Question and enter an Answer
- Click the **Save Q and A** button

Change Challenge Question

Change Challenge Question

The Challenge question and answer are used to validate your request for a new password.

Challenge Question*:

Answer*:

Save Q and A

Log In

- The Secure Sign-In (SSI) “Home” screen displays. At any time, you may do one of the following:
 - Select **Change Password** to change your password
 - Select **Change Challenge Question** to change your challenge question or answer

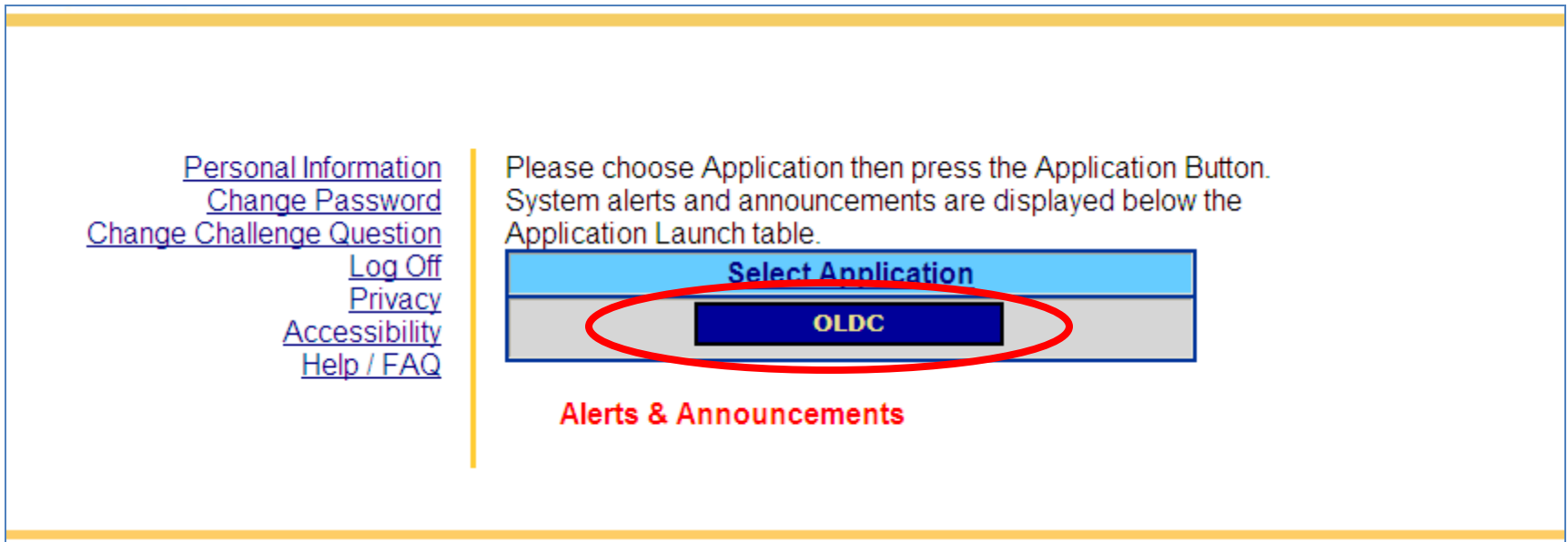
The screenshot displays the SSI Home screen interface. On the left, a vertical list of navigation links is shown: [Personal Information](#), [Change Password](#), [Change Challenge Question](#), [Log Off](#), [Privacy](#), [Accessibility](#), and [Help / FAQ](#). The links [Change Password](#) and [Change Challenge Question](#) are circled in red. To the right of the links, instructional text reads: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this text is a table with a light blue header row containing the text "Select Application". The first data row has a dark blue cell with the text "OLDC" in white. Below the table, the text "Alerts & Announcements" is displayed in red.

Select Application
OLDC

Alerts & Announcements

Log In

- From the SSI Home screen, click the **OLDC** button



The screenshot displays the SSI Home screen interface. On the left side, there is a vertical list of links: [Personal Information](#), [Change Password](#), [Change Challenge Question](#), [Log Off](#), [Privacy](#), [Accessibility](#), and [Help / FAQ](#). To the right of these links, there is a text instruction: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this text is a "Select Application" button with a light blue header and a grey body. Inside the grey body, the "OLDC" button is highlighted with a red oval. Below the "Select Application" button, there is a red text label: "Alerts & Announcements".

If OLDC does not open, you may have a pop-up blocker on your computer. Disable your browser's pop-up blocker to open OLDC.

Log In

- The OLDC “Home” screen displays



The screenshot shows the OLDC Home screen. At the top, there is a header bar with the OLDC logo and name on the left, the U.S. Department of Health & Human Services logo and name in the center, and the user's name and last login on the right. Below the header, there is a sidebar on the left with the text "OLDC Home". The main content area on the right contains a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of these links is a large box with the OLDC logo and a welcome message.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Antonio Robinson
Last Login:

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

On-Line Data Collection

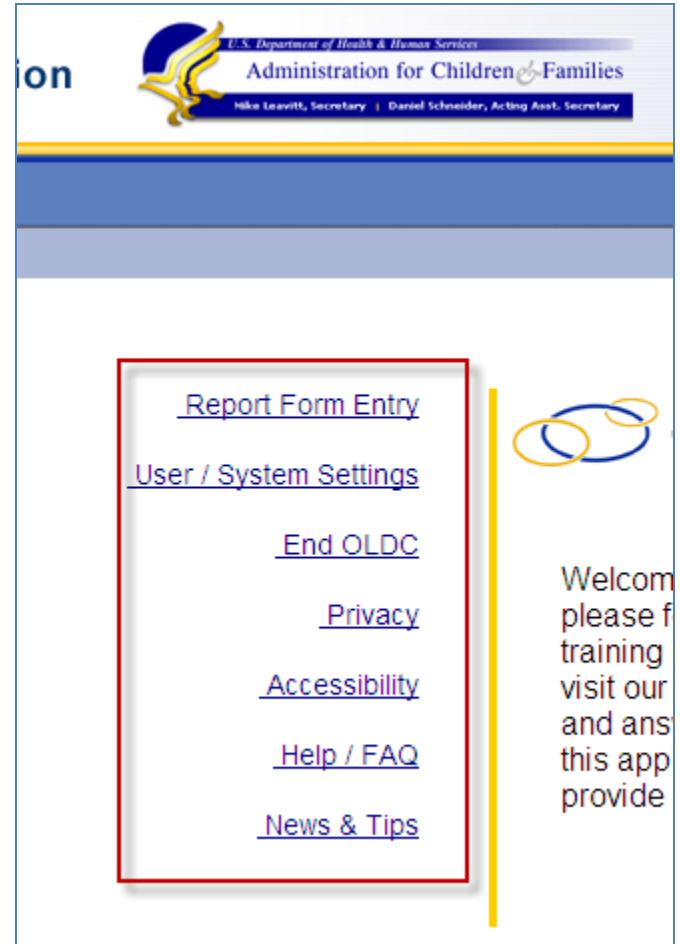
Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

OLDC HOME

OLDC Home

OLDC Main Menu

- Report Form Entry
 - Enter data
 - Retrieve previous or current data
- User/System Settings
 - Customize the way OLDC is used
- News & Tips
 - OLDC Documentation
- End OLDC



OLDC Home

- The top of each OLDC screen contains the links *End OLDC* and *Help/FAQ*



The screenshot displays the OLDC Home page. At the top, there is a header bar with the OLDC logo on the left, the text "On-Line Data Collection" in the center, and the U.S. Department of Health & Human Services logo on the right. Below the logo, it says "Administration for Children & Families" and lists "Nika Leavitt, Secretary" and "Daniel Schneider, Acting Asst. Secretary". To the right of the header, the user's name "Name: Antonio Robinson" and "Last Login:" are displayed. In the top right corner, there is a red-bordered box containing the links "Help / FAQ" and "End OLDC". Below the header, the page is divided into two main sections. On the left, there is a blue sidebar with the text "OLDC Home". On the right, there is a white area with a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of this list, there is a yellow-bordered box containing the OLDC logo and the text "On-Line Data Collection". Below the logo, there is a welcome message: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help."

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Nika Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Antonio Robinson
Last Login:

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

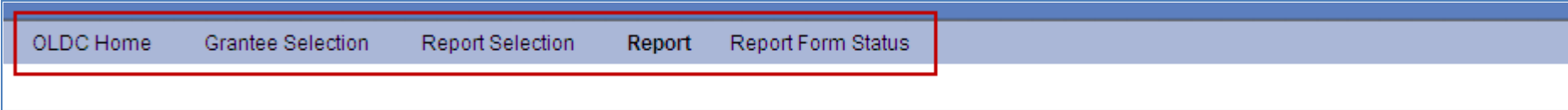
[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

OLDC Home

- Navigation Links (breadcrumbs)
 - The links appear and disappear towards the top of the page as different screens are accessed
 - Click any of the links in the navigation path to return to previous screens in OLDC
 - The browser “back” button is disabled for security purposes
 - Use the Report Form Status link to navigate to the Report Form Status page (contains the report status, actions such as print or delete form, history, contacts, and a list of any attachments)

A screenshot of a web application's breadcrumb navigation bar. It consists of a horizontal bar with a blue gradient background. On the left side, there are five text links: 'OLDC Home', 'Grantee Selection', 'Report Selection', 'Report', and 'Report Form Status'. A red rectangular box is drawn around the first four links ('OLDC Home' through 'Report').

OLDC Home Grantee Selection Report Selection Report Report Form Status

ACCESSING REPORT FORMS

Accessing Report Forms

- To access a report form, click the link **Report Form Entry**

The screenshot displays the On-Line Data Collection (OLDC) web application interface. At the top, the header includes the OLDC logo, the text "On-Line Data Collection", and the U.S. Department of Health & Human Services logo. Below the header, the main content area is divided into a left sidebar and a right main panel. The sidebar contains the text "OLDC Home". The main panel features a list of links: "Report Form Entry" (highlighted with a red box), "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of these links is a welcome message: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help."

U.S. Department of Health & Human Services
Administration for Children & Families
Name: *Anthony R. Williams*
Last Login:
[Help / FAQ](#)
[End OLDC](#)

OLDC Home

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

[On-Line Data Collection](#)

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

Accessing Report Forms

The “Program & Grantee Selection” screen displays

- Step 1: Select the **Program Name** from the drop-down list
- Step 2: Select the **Grantee Name**
- Step 3: Select the **Report Name** to be created, modified, or viewed
- Click the **Enter** button

The screenshot shows a web application interface with a blue header bar containing 'OLDC Home' and 'Grantee Selection'. The main content area is titled 'Program & Grantee Selection' and includes a instruction: 'Please use the drop-down lists below to make selections. Steps must be completed in order.' Below this, there are three steps, each with a label and a drop-down menu:

- Step 1: Program Name: Low Income Home Energy Assistance
- Step 2: Grantee Name: AK [1 926001185 A7] (1993-2014) ALASKA
- Step 3: Report Name: Carryover and Reallotment (0970-0106)

At the bottom center, there is a blue button with the text 'Enter' in white, which is highlighted with a red rectangular border.

Report Accessing Report Forms

The “Grant & Report Period Selection” screen displays

- The Information box towards the top of the screen contains information based on the selections made from the previous screen

OLDC Home Grantee Selection **Report Selection**

Grant & Report Period Selection

Information Box →

Program Name: Low Income Home Energy Assistance

Grantee Name: ALASKA

Report Name: Carryover and Reallotment Report

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period:

Step 2: Report Period:

Select	Reporting Period	Status

Step 3: Select Action:

Enter

Accessing Report Forms

- Step 1: Select a **Funding/Grant Period**
- Step 2: Select a **Report Period**
 - If a report has been started, the status will display in the Status column
- Step 3: Select an **Action – New/Edit/Revise Report**
- Click the **Enter** button

OLDC Home Grantee Selection **Report Selection**

Grant & Report Period Selection

[Program Name:](#) Low Income Home Energy Assistance
[Grantee Name:](#) ALASKA
[Report Name:](#) Carryover and Reallotment Report

Please use the drop-down lists to make selections. Steps must be completed in order.

Step 1: [Funding / Grant Period:](#) 10/01/2009 - 09/30/2011 LIHEAP (10/01/2009 - 09/30/2011) ▼

Step 2: [Report Period:](#)

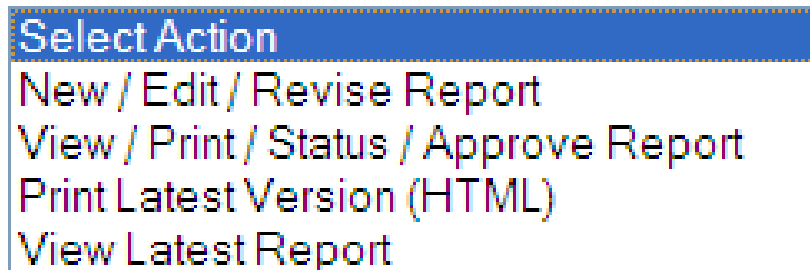
Select	Reporting Period	Status
<input checked="" type="radio"/>	10/01/2009 - 09/30/2010	
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Step 3: [Select Action:](#) New / Edit / Revise Report ▼

Enter

Accessing Report Forms

- Actions available under Step 3 – Descriptions:
 - **New/Edit/Revise:** initialize a new report form, edit an existing Report Form, or create a revision for a form that has already been completed and accepted by ACF
 - Only staff with the Data Entry job type are able to Initialize a new form
 - Only staff with the role “Revise Submitted Grant Form” are able to create a revision. The original report is retained for historical reference and is not changed
 - **View/Print/Status/Approve Report:** view the existing report, print the report, view the report status including history and contacts



REPORT FORM

Report Form: Initialize

- The New (Initialized) "Report Form" displays
- The Report screen is divided into four parts: the Information box, Report Progress bar, Action buttons, and data entry

OLDC Home Grantee Selection Report Selection **Report** Report Form Status

Information Box →

Progress Bar ↓

Report Progress

Action Buttons →

Grantee Information

Instructions

Carryover and Reallotment

Data Entry ↓

Program Name: Low Income Home Energy Assistance
Grantee Name: ALASKA
Report Name: Carryover and Reallotment Report
Funding/Grant Period: 10/01/2009 - 09/30/2011 LIHEAP (10/01/2009 - 09/30/2011)
Report Period: 10/01/2009 - 09/30/2010
Report Status: Initialized

Initialized Edit-Saved Validated Certified Submitted In Review C/O Approved

Save **View/Add Attachments** **Validate** **Print**

Grantee: ALASKA Date: 05/31/2013

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds) \$0

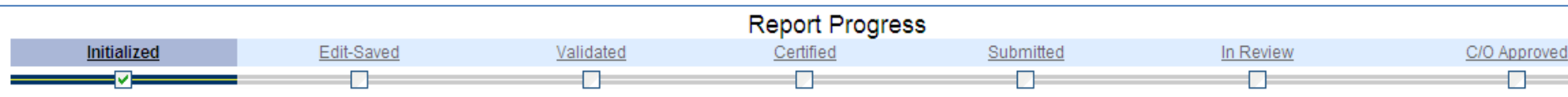
Report Form: Initialize

- The Report Form Information box displays all the selections used to create the Report Form. Since data has not been saved, the Report Status is Initialized

Program Name: Low Income Home Energy Assistance
Grantee Name: ALASKA
Report Name: Carryover and Reallotment Report
Funding/Grant Period: 10/01/2009 - 09/30/2011 LIHEAP ()
Report Period: 10/01/2009 - 09/30/2010
Report Status: Initialized

Report Form: Initialize

- The **Progress bar** is a useful tool for visually displaying the current status of the Report Form
- Indicates the steps that have already been finished as well as the steps that need to be taken in order to complete the submission process
 - **Grantee Statuses:** Initialized, Edit-Saved, Validated, Certified, and Submitted
 - **Federal Statuses:** In Review and C/O Approved



Report Form: Save

- Just below the Information box and Report Progress bar are the Action buttons
- Users with the Data Entry Job type are able to Save, View/Add Attachments, Validate, and Print the report
 - Clicking the **Save** button does not submit the report

The screenshot displays the 'Report Form' interface. At the top, a light blue box contains the text 'Report Status: Initialized'. Below this is a 'Report Progress' bar with five stages: 'ed', 'Validated', 'Certified', 'Submitted', and 'In Review'. Each stage has a small square indicator below it. At the bottom, a red-bordered box contains four action buttons: 'Save', 'View/Add Attachments', 'Validate', and 'Print'.

Report Form: Save

- Directly following the Action Buttons is the Report form itself
 - Click help links to view form instructions
 - Enter data in open fields

Grantee Information		Data Entry
Grantee: ALASKA	Date: 05/31/2013	
Instructions		
Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.		
Carryover and Reallotment		
1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)		\$0
2) 10 percent of amount payable	Help Links	\$0
3) Projected unobligated balance		\$0
If line 3 is equal to or less than line 2, report the amount on line 3 as your Carryover amount below. Report 0 funds for reallotment. If line 3 is larger than line 2, then report the amount on line 2 as your Carryover amount below. Report the difference between line 2 and line 3 as the reallotment amount below.		
Carryover amount (Funds to be carried over for obligation in the following fiscal year.)		\$0
Reallotment amount (Funds that exceed the 10% carryover amount and are to be returned the Federal government.)		\$0
If you report a Carryover amount above, please provide the following:		
a) briefly state reasons that these funds will not be used in the fiscal year for which they were allotted		
<div></div>		

Report Form: Save

- The Report form has three types of data:
 - Manual data entry** - open fields where you enter the figures
 - Auto calculations** - closed fields that use formulas to automatically calculate figures based on numbers you input. Values calculate on Save and/or Validate.
 - Validation** – mathematical checks based on numbers you input and policy requirements

Grantee Information	
Grantee: ALASKA	Date: 05/31/2013
Instructions	
Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.	
Carryover and Reallotment	
1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	Manual Data Entry → \$0
2) 10 percent of amount payable	\$0
3) Projected unobligated balance	\$0
If line 3 is equal to or less than line 2, report the amount on line 3 as your Carryover amount below. Report 0 funds for reallotment. If line 3 is larger than line 2, then report the amount on line 2 as your Carryover amount below. Report the difference between line 2 and line 3 as the reallotment amount below.	
Carryover amount (Funds to be carried over for obligation in the following fiscal year.)	Auto Calculation → \$0
Reallotment amount (Funds that exceed the 10% carryover amount and are to be returned the Federal government.)	\$0
If you report a Carryover amount above, please provide the following:	
a) briefly state reasons that these funds will not be used in the fiscal year for which they were allotted	
<input type="text"/>	

Report Form: Save

- Double-click an open number field to use the OLDC Calculator

The screenshot shows a web form titled "Carryover and Reallotment" with a blue header. The form contains several text input fields and a numeric input field. The first numeric input field, located next to the text "funds, contingency funds, and oil overcharge funds)", contains the value "0". Below this, there are several text input fields with labels such as "amount on line 3 as your Carryover amount below. Report the amount on line 2 as your Carryover amount below.", "ing fiscal year.)", "are to be returned the Federal government.)", "ide the following:", and "used in the fiscal year for which they were allotted". An "OLDC Calculator -- Webpage Dialog" is open over the form, displaying a numeric keypad with buttons for digits 0-9, decimal, fraction, square root, and arithmetic operators (+, -, *, /), as well as a "Close" button. The calculator's display shows "0". The browser's address bar at the bottom indicates the URL "https://staging.acf.hhs.gov" and the page title "Local intranet".

Report Form: Validate

- Once data is entered and saved, the form must be validated. Validate checks the form for errors
 - **Saved -- Validated:** There are no errors and the form is ready to be certified
 - **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted
 - **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected

Report Form: Validate

- Click the **Validate** button

Save View/Add Attachments Validate Print	
Grantee Information	
<u>Grantee:</u> ALASKA	<u>Date:</u> 05/31/2013
Instructions	
Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.	
Carryover and Reallotment	
<u>1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)</u>	\$2,000
<u>2) 10 percent of amount payable</u>	\$6,000

Report Form: Validate

- Reports with warnings or errors display a message with a short description of the issue just below the Action buttons
 - Click the **Go to Error** link to jump to the field on the screen in question
 - Click the **Long Description** link for more detailed information about the issue

Funding/Grant Period: 10/01/2009 - 09/30/2010 LINEAR (100% FUNDING)
Report Period: 10/01/2009 - 09/30/2010
Report Status: **Saved -- with Errors**

Report Progress

Initialized ☒ Edit-Saved ☒ Validated ☐ Certified ☐ Submitted ☐ In Review ☐ C/O Approved ☐

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

Error #1: [1286] Line 2 should be less than or equal to 10% of line 1.
[\[Goto Error\]](#) [\[Long Description\]](#)

Grantee Information
Grantee: ALASKA **Date:** 05/31/2013

Instructions
Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	\$2,000
2) 10 percent of amount payable	\$6,000
3) Projected unobligated balance	\$4,000

If line 3 is equal to or less than line 2, report the amount on line 3 as your Carryover amount below. Report 0 funds for

Report Form: Validate

- Resolve the error on the screen and then re-validate the Report Form

Save	View/Add Attachments	Validate	Print
-------------	-----------------------------	-----------------	--------------

Error #1: [1286] Line 2 should be less than or equal to 10% of line 1.
[\[Goto Error\]](#) [\[Long Description\]](#)

Grantee Information

Grantee: ALASKA	Date: 05/31/2013
------------------------	-------------------------

Instructions

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)	\$2,000
2) 10 percent of amount payable	\$0

Report Form: Certify

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
 - When clicking the Certify button, the message “Changes made after saving this form will be lost. You have the ability to sign in the signature are by pressing the **Click to Sign** button This will complete your Certify process and officially sign this form.” Click **OK**

Report Period: 10/01/2009 - 09/30/2010
Report Status: Saved -- Validated

Report Progress

Initialized Edit-Saved Validated Certified Submitted In Review C/O Approved

Save View/Add Attachments Validate **Certify** Print

Grantee Information

Grantee: ALASKA Date: 05/31/2013

Instructions

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds) \$2,000

Report Form: Certify

- The screen jumps to the Certification section.
Click the **Click to Sign** button

Certification	
Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.	
Signature	Telephone Number
Click to Sign	
Title	
Save View/Add Attachments Validate Certify Print	

Report Forms: Submit

- When the form is electronically signed, it displays a Certified status
- An UnCertify button is available in case there is a need to return to the report for editing
- The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button. Click **Submit** to officially send the report to HHS

Report Period: 10/01/2009 - 09/30/2010

Report Status: Certified

Report Progress



[View Attachments](#)

[UnCertify](#)

[Submit](#)

[Print](#)

Grantee Information

Grantee: ALASKA

Date: 05/31/2013

Instructions

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)

\$2,000

Report Forms: Submit

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**
- After submitting a report form, the “Report Form Status” screen appears
 - The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**

Grantee Selection Report Selection **Report Form Status**

Program Name: Low Income Home Energy Assistance
Grantee Name: ALASKA
Report Name: Carryover and Reallotment Report
Funding/Grant Period: 10/01/2009 - 09/30/2011 LIHEAP ()
Report Period: 10/01/2009 - 09/30/2010

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	05/31/2013	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>

Report Status History

Report Form: Status Page

- The “Report Form Status” page contains four sections
 1. Report Form Status: Contains button to View Original report or any Revisions, the Report Status, Status Date, Report Action, and Print option

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	05/31/2013	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>

Report Form: Status Page

2. Report Status History: History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change

Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted	05/31/2013 04:23:38 PM	Oldc Test5	
Original	Certified	05/31/2013 04:17:51 PM	Oldc Test5	Signed as Authorized Official
Original	Saved -- Validated	05/31/2013 04:15:01 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:11:18 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:30 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:09:28 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:18 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:09:15 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:03:28 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:02:54 PM	Oldc Test5	

Report Form: Status Page

3. Contacts: People listed as primary contacts for the program and report

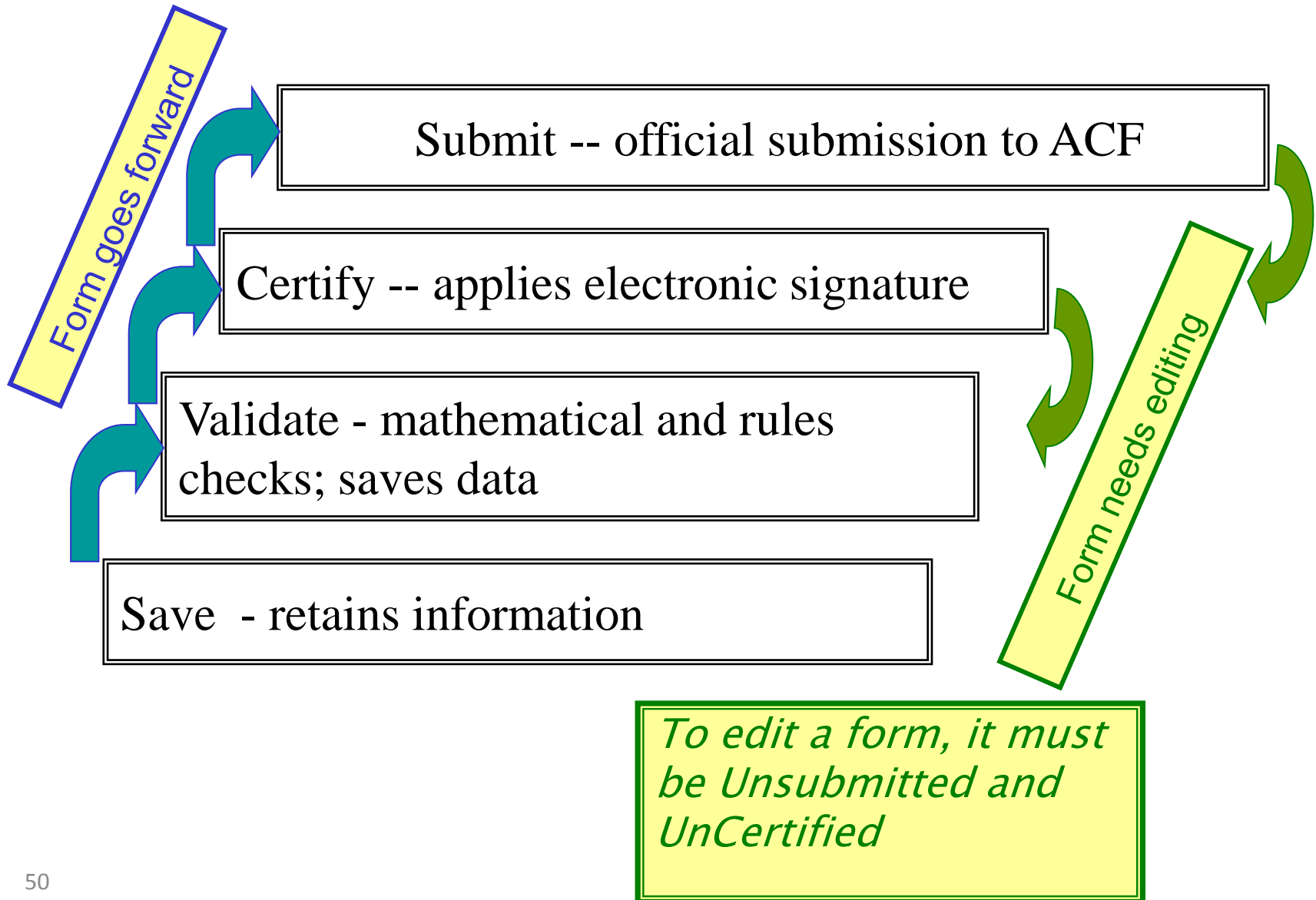
Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
Bala Ala	Not Available	vijip@smdi.com
Winston Gonzalez	Not Available	winston.gonzalez@acf.hhs.gov
ala bala	Not Available	vijip@smdi.com
delete elete	Not Available	vijip@smdi.com

Report Form: Status Page

4. Remarks History: Contains any remarks added by Federal staff

Remarks History			
<u>Remark ID:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Remarks:</u>

Report Form: Submitting



Report Form: Revision

- Once a Report Form has been Approved by HHS (Submission Accepted by HHS), a Revision may be created
- From the “Grant & Report Period Selection” screen, select **New/Edit/Revise** from Step 3 and click **Enter**

Grant & Report Period Selection

Program Name: Low Income Home Energy Assistance
Grantee Name: ALASKA
Report Name: Carryover and Reallotment Report

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 10/01/2009 - 09/30/2011 LIHEAP (▼)

Step 2: Report Period:

Select	Reporting Period	Status
<input checked="" type="radio"/>	10/01/2009 - 09/30/2010	Submission Accepted by CO
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Step 3: Select Action: New / Edit / Revise Report (▼)

Enter

Report Form: Revision

- The “Report” screen displays. The Report Form is a duplicate of the original submission but the fields are open for data entry
- The Revision number is visible from the Information box -Report Name line
- The report submission process is the same as for the original. The form must be Saved, Validated, Certified, and Submitted

Program Name: Low Income Home Energy Assistance
Grantee Name: ALASKA
Report Name: Carryover and Reallotment Report **Revision # 1**
Funding/Grant Period: 10/01/2009 - 09/30/2011 LIHEAP (10/01/2009 - 09/30/2011)
Report Period: 10/01/2009 - 09/30/2010
Report Status: Initialized

Report Progress

Initialized ☒ Edit-Saved ☐ Validated ☐ Certified ☐ Submitted ☐ In Review ☐ C/O Approved ☐

Buttons: Save View/Add Attachments Validate Print

Grantee Information

Grantee: ALASKA Date: 05/31/2013

Instructions

Section 2607(b)(2)(B) of the LIHEAP statute requires that at least 90% of funds available must be obligated in the year in which they are appropriated. Not more than 10 percent of the amount payable for a fiscal year may be held for obligation in the succeeding fiscal year.

Carryover and Reallotment

1) Current year amount payable (regular block grant funds, contingency funds, and oil overcharge funds)

Report Form: Revision

- The original report is retained for historical purposes and may be accessed from the “Report Form Status” page

[Program Name:](#) Low Income Home Energy Assistance
[Grantee Name:](#) ALASKA
[Report Name:](#) Carryover and Reallotment Report
[Funding/Grant Period:](#) 10/01/2009 - 09/30/2011 LIHEAP
[Report Period:](#) 10/01/2009 - 09/30/2010

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
Edit Revision # 1	Saved	05/31/2013	Delete Report	HTML Print Form <input type="button" value="Go"/>
View Original	Submission Accepted by CO	05/31/2013		HTML Print Form <input type="button" value="Go"/>

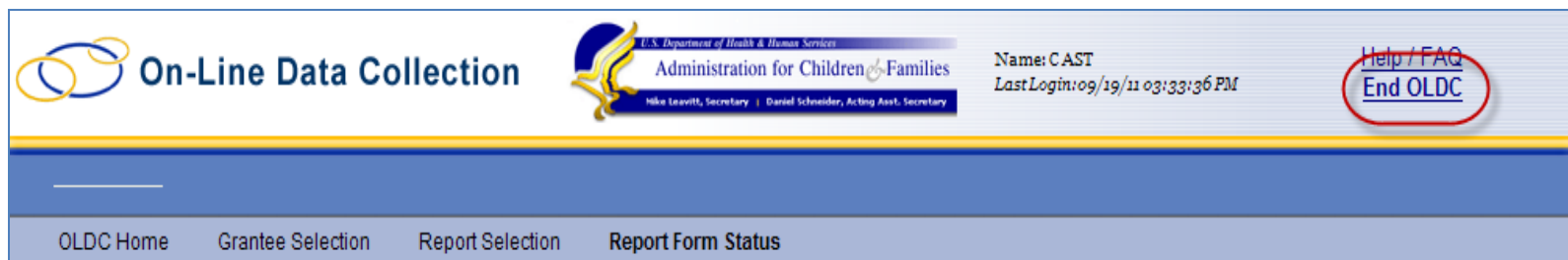
Report Status History				
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Revision # 1	Saved	05/31/2013 04:49:05 PM	Oldc Test5	
Revision # 1	Initialized	05/31/2013 04:44:08 PM	Oldc Test5	
Original	Submission Accepted by CO	05/31/2013 04:40:06 PM	Oldc Test5	
Original	Submission in Review by CO	05/31/2013 04:40:04 PM	Oldc Test5	Automatically locked from changes on due date by OLDC system

Report Form

- It is important to save often. After 30 minutes of inactivity from your computer to the OLDC server, you are disconnected from the system. Any information not saved is lost. Activity includes **Saving, Printing, Validating, Certifying, Submitting, etc.**

Report Form: End OLDC

- After each use, **End OLDC**
 - A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC
 - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked



RESOURCES

Resources: OLDC Documentation Site

- Help resources are available by clicking the **News & Tips** link from the Main Menu



The screenshot displays the OLDC (On-Line Data Collection) website. The header features the OLDC logo and name on the left, the U.S. Department of Health & Human Services logo and the Administration for Children & Families name in the center, and user information (Name: Antonio Robinson, Last Login) and links (Help / FAQ, End OLDC) on the right. The main content area is divided into a left sidebar with a list of links and a right section with a welcome message. The 'News & Tips' link in the sidebar is highlighted with a red box.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | David Schneider, Acting Asst. Secretary

Name: Antonio Robinson
Last Login:

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

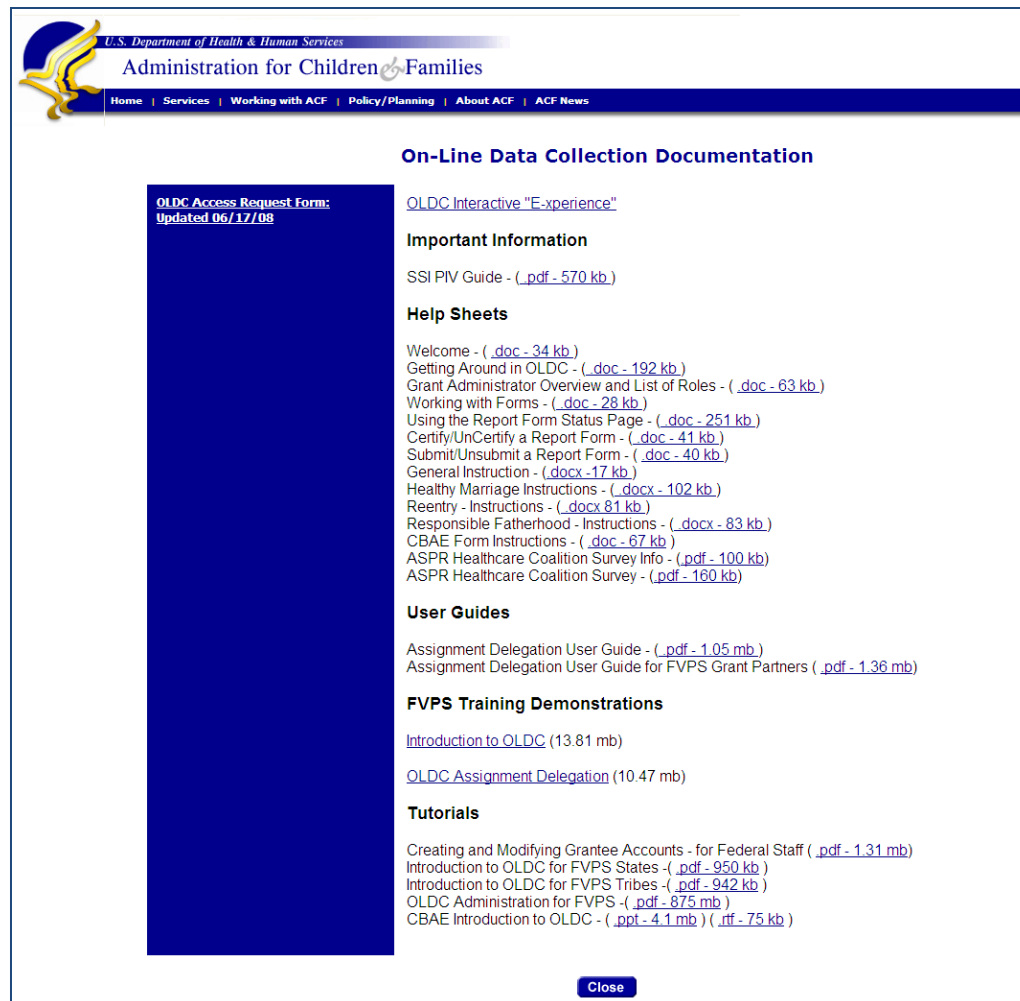
[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

Resources: OLDC Documentation Site

- The “OLDC Documentation” site appears in a new window



The screenshot shows the OLDC Documentation site within a web browser window. The site header includes the U.S. Department of Health & Human Services logo and the Administration for Children & Families name. A navigation bar lists links: Home, Services, Working with ACF, Policy/Planning, About ACF, and ACF News. The main content area is titled "On-Line Data Collection Documentation" and is divided into several sections. On the left, a blue sidebar contains the text "OLDC Access Request Form: Updated 06/17/08". The main content area lists various resources with links and file sizes.

OLDC Access Request Form:
Updated 06/17/08

On-Line Data Collection Documentation

[OLDC Interactive "E-xperience"](#)

Important Information

[SSI PIV Guide](#) - (.pdf - 570 kb)

Help Sheets

[Welcome](#) - (.doc - 34 kb)
[Getting Around in OLDC](#) - (.doc - 192 kb)
[Grant Administrator Overview and List of Roles](#) - (.doc - 63 kb)
[Working with Forms](#) - (.doc - 28 kb)
[Using the Report Form Status Page](#) - (.doc - 251 kb)
[Certify/UnCertify a Report Form](#) - (.doc - 41 kb)
[Submit/Unsubmit a Report Form](#) - (.doc - 40 kb)
[General Instruction](#) - (.docx - 17 kb)
[Healthy Marriage Instructions](#) - (.docx - 102 kb)
[Reentry - Instructions](#) - (.docx - 81 kb)
[Responsible Fatherhood - Instructions](#) - (.docx - 83 kb)
[CBAE Form Instructions](#) - (.doc - 67 kb)
[ASPR Healthcare Coalition Survey Info](#) - (.pdf - 100 kb)
[ASPR Healthcare Coalition Survey](#) - (.pdf - 160 kb)

User Guides

[Assignment Delegation User Guide](#) - (.pdf - 1.05 mb)
[Assignment Delegation User Guide for FVPS Grant Partners](#) - (.pdf - 1.36 mb)

FVPS Training Demonstrations

[Introduction to OLDC](#) (13.81 mb)
[OLDC Assignment Delegation](#) (10.47 mb)

Tutorials

[Creating and Modifying Grantee Accounts - for Federal Staff](#) - (.pdf - 1.31 mb)
[Introduction to OLDC for FVPS States](#) - (.pdf - 950 kb)
[Introduction to OLDC for FVPS Tribes](#) - (.pdf - 942 kb)
[OLDC Administration for FVPS](#) - (.pdf - 875 mb)
[CBAE Introduction to OLDC](#) - (.ppt - 4.1 mb) (.rtf - 75 kb)

Close

Resources: Support

- The Support Center provides assistance for OLDC customers
- Support team personnel are available Monday through Friday 8 a.m. to 6 p.m. ET
- [*app_support@acf.hhs.gov*](mailto:app_support@acf.hhs.gov)
- 866-577-0771